



CLEANER

An opportunity is available to work as a Cleaner within the Facilities Maintenance Section at the U.S. Embassy, Canberra.

Salary: A\$43,476 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Please note that incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of High School (Year 10) and completion of an industry recognized trade certificate in commercial cleaning and three years' experience in the cleaning profession is required.

OR

Completion of High School (Year 10) and 5 years' experience in the cleaning profession is required.

2. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.

3. Thorough knowledge of cleaning principles and Occupational Health and Safety practices is required.

4. Ability to operate commercial type cleaning equipment is required.

5. A current driver's license that enables the individual to legally drive in Australia is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT, 2600 or via email to: usaembrhro@state.gov by **July 10, 2015**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

POSITION TITLE: CLEANER	POSITION GRADE LE- 2 (STARTING SALARY A\$43,476)
--------------------------------	---

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

As one of four cleaning staff, responsible for all cleaning activities throughout the Embassy buildings on the Embassy Compound, the Embassy Warehouse, and all vacant Government Owned Property.

Major Duties and Responsibilities

1. Performance of custodial duties - Embassy Compound Buildings

The major function of this position is to perform all cleaning operations on the grounds and buildings as outlined above. The incumbent will perform all aspects of the position by either working alone or as a member of the cleaning team. In a timely fashion all scheduled and unscheduled cleaning operations will be completed. Typical cleaning operations performed within the Embassy buildings include but are not limited to the sweeping/ vacuuming of floors, waxing and polishing of floors, cleaning of glass mirrors/windows, kitchenettes and kitchen appliances. Detail cleaning of vacant offices includes carpet cleaning and upholstery cleaning. On occasion some cleaning activities must be carried out outside of normal working hours as requested. Cleaning solutions can often be hazardous and as such all cleaning activities must be conducted whilst maintaining a high level of OH&S awareness. All cleaning chemicals must be in correctly labeled containers and stored in lockable cabinets when not in use. Cleaning supplies must be collected on a regular schedule from outsourced suppliers and distributed to designated storage areas within the Embassy buildings. The use of a GOV must be used for this work at all times. The incumbent is responsible for ensuring that adequate supplies and stock are maintained, responsible for generating procurement requests for the purchase of such stock. Contracted washroom services contractors will be escorted by the incumbent on a regular basis for the periodic replacement of sanitary bins and deodorizers. Typical equipment that will be use in the cleaning activities include commercial floor cleaning and polishing machines, commercial carpet cleaners, vacuum cleaners, etc. Any machine that may require maintenance will be brought to the attention of the Maintenance Supervisor for action. The incumbent will communicate with other agencies and office staff as to the scheduling of the cleaning work. On an annual basis reviews with the Maintenance Supervisor the requirements for the replacement of cleaning tools and equipment. Works with the contracting and procurement section when returning invoices for the blanket purchase agreements already set up with local suppliers. Will bring to the attention of the Maintenance Supervisor any maintenance requirements noted during the daily cleaning operations. Any/all accidents or mishaps and OH&S issues must be reported in a prompt manner to the Maintenance Supervisor for action. In the event of any after hour emergencies the incumbent must be available to assist if requested.

2. Performance of custodial duties - vacant GOP

The incumbent is responsible for the cleaning of vacant GOP throughout the Canberra region. This includes the detail cleaning of every home prior to hand over. Typical cleaning activities include but are not limited to window/glass cleaning, kitchens, bathrooms, appliances, vacuuming, upholstery cleaning, dusting and polishing. The planning and scheduling of cleaning activities for each property must be carried out with the Maintenance Supervisor and/or Workshop Foreman to achieve goals and deadlines. The incumbent is responsible for everything necessary to complete this work safely and in a timely manner including the daily maintenance checks of the GOV, the use of all cleaning equipment and the purchase of all cleaning materials.

3. Performance of other duties as directed

As directed by the FM and Maintenance Supervisor performs other duties to include but not limited to providing escort to contractors on site, assistance to other trades within the Maintenance Section, assist other agencies as required, assist in the preparations for special events or functions in non trade related tasks.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of High School (Year 10) and completion of an industry recognized trade certificate in commercial cleaning and three years' experience in the cleaning profession is required.

OR

Completion of High School (Year 10) and 5 years' experience in the cleaning profession is required.

2. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.

3. Thorough knowledge of cleaning principles and Occupational Health and Safety practices is required.

4. Ability to operate commercial type cleaning equipment is required.

5. A current driver's license that enables the individual to legally drive in Australia is required.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ELIGIBILITY REQUIREMENTS

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the post. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or a current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;

- ✓ (If applicable) Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference **must** submit documentation confirming eligibility for a conditional preference in hiring with their application. Any U.S. Veterans who apply **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

SUBMIT APPLICATION TO

Regional Human Resources Office
American Embassy
Moonah Place
YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

THE DEADLINE FOR APPLICATIONS IS JULY 10, 2015

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide

- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References